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# **Immaculate Heart of Mary School**

## **Parent/Student Handbook**

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*Updated: July 2017*

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## **I. General Information:**

This Parent Student Handbook is for use by IHM parents, faculty, and staff exclusively for school related functions. It is not to be used for commercial or other purposes.

The principal and administration reserve the right to amend the Parent Student Handbook at any time. Parents/guardians and students will be notified of any amendments and will be asked to sign an acknowledgment of receipt.

Sections of this Parent-Student Handbook are particular to Immaculate Heart of Mary School. Other sections are policies and procedures of the Archdiocese of Los Angeles, most of which can be found at <http://handbook.la-archdiocese.org/> There are also some sections in this handbook that are linked to the Archdiocese website.

The information in it is important to the welfare of our children and you are encouraged to read it carefully. Parents and students of IHM are expected to adhere to these policies in order to ensure a safe, educational, and spiritual learning environment for each and every student.

### ***Brief School History***

Immaculate Heart of Mary Parish was founded January 5, 1912 in the area of Hollywood. The parish flourished and soon saw the need of a parochial school. Staffed by the Sisters of the Immaculate Heart of Mary, the school opened its doors to its first students on September 8, 1922, headed by the first principal, Sr. Wilhelmina.

In June 1968, the Sisters of Immaculate Heart withdrew from Immaculate Heart of Mary School (IHMS). At the invitation of the pastor, Monsignor John O'Donnell, the Religious Sisters of Charity took over the administration of the school in September 1968 and guided the academic and spiritual growth of its students until 2008. As the parish grew, the original school was replaced by a larger building in 1956. The school was originally a first to eighth grade school. In 1992 a kindergarten was added, which necessitated the addition of a modular building to accommodate the extra students. A Library/Resource room was also added, allowing space for growth addressing the technical needs of the school. After the tragedy of 9/11, a Garden of Peace was created in the front of the school to memorialize those who lost their lives on that day. The student ecology team and Student Council continue to maintain the garden and, through their efforts and those of the faculty, it has grown to include a memorial to those members of our own school community whom we have lost. In January 2014, the school opened a Transitional Kindergarten room for four year olds. In the summer of 2015, the Shea Foundation helped renovate our resource lab and housed it with new computers.

In 2008, the R.S.C. withdrew from the administration of Immaculate Heart of Mary. The current administrator is a layperson. Both she and the lay staff of IHMS remain committed to the beliefs

and philosophies instilled by the R.S.C. The love of Christ urges us spiritually, emotionally, and academically.

### ***Mission Statement/Philosophy/Student Learning Expectations***

#### MISSION STATEMENT

Immaculate Heart of Mary School is a Community of Faith in which school and parents join together in the formation and education of each child to achieve a balance of faith, character, and academic excellence.

As a Gospel people, we strive to respect and appreciate the dignity of all people and to make Catholic values a lived reality for our children so that all who leave Immaculate Heart of Mary School live as just and upright Christians able to make a difference in the world.

#### PHILOSOPHY

We, the Faith Community of Immaculate Heart of Mary School, are committed to Jesus Christ, and therefore called by Him to minister in love to others. We strive to provide a curriculum infused with a spirituality which nurtures openness, growth, the ability to adapt to change, and a gentleness and respect toward all God's creation.

We challenge one another to be globally aware people and peacemakers who accept the poor of this world with a hospitality mirroring Gospel values.

We celebrate our diversity in an atmosphere of love and respect, where students esteem the dignity of their person and the value of all people and cultures.

#### SCHOOLWIDE LEARNING EXPECTATIONS

***Graduates of Immaculate Heart of Mary strive to become:***

##### ***Children of Faith and Morality***

- Living the Gospel through prayer
- Respecting all of God's creation through action
- Demonstrating values and virtues which exemplify our Catholic identity

##### ***Children of Citizenship and Community***

- Living as model citizens (knowledgeable and accountable)
- Demonstrating exemplary social behavior
- Serving others in our community

##### ***Children Practicing Good Communication***

- Thinking before you speak
- Listening attentively
- Speaking, writing, and reading proficiently
- Using technology competently and ethically

### ***Children as Critical Thinkers***

- Developing higher order thinking skills
- Practicing conflict resolution skills
- Connecting these skills and strategies with real life experiences

### ***Children as Lifelong Learners***

- Becoming independent learners who strive to reach their full potential
- Making informed decisions
- Continuing to practice their faith into adulthood

### ***Code of Christian Conduct***

Students can best receive a quality, morally based education if students, parents/guardians, and school officials work together. Normally, these parties can resolve their differences. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

As an express condition of enrollment, students and parents/guardians shall follow standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include but are not limited to any policies or procedures set forth in the school's parent/student handbook.

These Christian principles include but are not limited to:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- In a place where a school employee is required to be in the course of his or her duties, any parent/guardian or other person whose conduct materially disrupts classwork or

extracurricular activities or involves substantial disorder may be guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee-concerted activity, including but not limited to picketing and distributing handbills.

- Any parent/guardian or other person could risk his or her child's continuation in school if he or she insults or abuses the principal or any teacher in the presence of students, parents/guardians, or other school personnel while on school premises, public sidewalks, public streets, other public ways adjacent to school premises, or at some other place if the principal or teacher is required to be there in connection with assigned school activities.

These expectations for students and parents/guardians include but are not limited to all school-sponsored programs and events (e.g., extended care, athletics, and field trips). The school reserves the right to determine, in its discretion, when conduct is severe enough to warrant immediate action without warning and/or without an intermediate step short of withdrawal.

### ***Dress/Uniform Code***

**Personal appearance:** Attention to personal appearance is important always. Students are expected to be in full uniform and well-groomed each day. A student who arrives to school without proper attention to uniform, personal cleanliness, or neatness of dress will call home to have the appropriate clothes brought to school. Continuous breaking of the dress code will result in more serious consequences.

Appearance matters as part of ongoing learning to be young people who as adults realize that it matters that they are contributing members of society.

Non-uniform jackets, sweaters, and sweatshirts are not allowed. Rain coats are not allowed, as uniform jackets are already water-resistant. Rain boots are allowed on heavy rain days.

*School activities:* Students must adhere to our dress code at all times. Baggy pants, long belts, skinny pants, tight leggings worn as pants, over-sized "T" shirts or shirts may not be worn to any school events or activities. Overly short skirts, low-cut necklines, and heavy make-up are not allowed.

Uniforms need to be clean, not faded, and in reasonable good condition. Proper length of skirts/jumpers, etc. is expected, (i.e. no more than one to one and a half inches above the knee). Polo shirts must be tucked in at all times.

All school, except P.E. uniform, may be purchased from *Dennis Uniform and HolyNorm*.

P.E. sweatshirts may be purchased at school. These may be worn in place of uniform sweaters.

- **Hair, Make-Up, and Jewelry:** Hair must be neatly styled and combed, well-groomed at all times. It may not be worn covering the eyes (boys and girls). Boys are not permitted to have long hair.

Mohawks/Shelves/Shaved/Dyed/Streaked/Bleached, etc. hair styles not permitted. Gel, hairspray, and other hair products are not permitted. Any infraction of these hairstyles will require immediate remediation.

Boys need to be *clean shaven* at all times as may be necessary.

*Jewelry:* Medic-alert bracelets, a watch, and a single, simple chain with a religious medal or cross are allowed for both boys and girls. Rings are not permitted. Jewelry violating the code is a choice to forfeit it.

*Earrings:* One pair of matching tiny hoop earrings or stud earrings, not to extend beyond the ear lobe, are permitted. No earrings allowed for boys.

**Non-Uniform Dress Days:** Girls may wear a dress, skirt, or pants with a coordinating blouse/shirt and/or sweater. Socks may be worn with some style of rubber-soled shoes (no sandals). Clothes may not be tight fitting.

Boys may wear casual or dress pants. Shirts should have no advertisements, nor pictures, designs, or decorations which could be considered offensive in any way. Simple logos of the shirt manufacturing companies are acceptable. Socks should be coordinated with clothing, and rubber-soled shoes (no sandals).

Jogging suits and sweats (other than school sweatpants and sweatshirts) are not permitted.

***Cell phones, Expensive Toys, Hand Held Video Games, Smart Phone Watches, Etc.***

We have telephones at school for emergency needs. There is one in the office and one in Extended Care which is open until 6:00 p.m. If there are extenuating circumstances that require your child to have a cell phone or smart phone watch at school, written approval must be gained from the principal to have it at school, and the cell phone must be turned in to the teacher or the office at the beginning of the school day, and picked up at the end of the school day. Having cell phones at school is discouraged. We are not liable for any lost or stolen phones brought to school.

If a student uses a portable communication device or any of its functions for any reason during the school day without adult permission, the following measures will be taken:

1. The device will be confiscated from the student.
2. The device will be returned only to the student's parent or legal guardian.
3. Repeat violations of the policy will result in measures appropriate to the circumstances, including expulsion if warranted.

4. If a device is used for cheating during a test, the student will be removed from the testing situation and appropriate action will be taken.

The school is NOT responsible for lost, misplaced, stolen broken portable communications devices or for any unauthorized use of such devices. The school will NOT pay to replace devices that are lost, misplaced or stolen after they are confiscated and will NOT pay for any communication charges.

Expensive toys, hand-held video games, etc. may not be brought to school under any circumstances. Too many things could easily happen to destroy such toys/games, and the school cannot be held responsible for them.

### ***School Personnel Lists***

Please see our website at [www.ihmla.org](http://www.ihmla.org) to see a list of our school personnel.

### ***Parent Teacher Association (PTA)***

We have an active Parent/Teacher Association, as well as Room Parents, and invite all parents to become active participants in this group.

IHM PTA promotes parent/guardian support for the school program, increase mutual understanding between the school and parents/guardians, build a sense of school community, and assist in the financial support of the school.

Parent organizations:

- Are advisory in nature
- Have no legal status apart from the school and therefore may not be separately incorporated
- Function in accordance with a written constitution and bylaws that comply with all current provisions of archdiocesan policy that govern the structure and operation of such an organization
- Are subject to all Department of Catholic Schools regulations and policies

Membership: The membership of the parent organization shall include the pastor of the parish or his designee, principal, parents/guardians of currently enrolled students, and religious and lay faculty (if the organization is a parent-teacher organization). The pastor and principal shall have the right to approve officers and other members of the executive committee during the nomination process. The pastor or his designee and the principal shall be ex officio members of the executive committee of the organization.

### ***Consultative School Board***

A working Consultative School Board is in place. Their role is to advise the administration (pastor and principal) in fiscal, policy making, marketing, and development matters.

### ***School Schedule and Calendar***

7:55	First Bell
8:05	Second or tardy bell
9:30 – 10:00	TK & K Recess
10:00-10:15	1-8 Recess
11:30-12:15	Lunch/recess Grades (TK – 4)
12:15-1:00	Lunch/recess Grades (5 – 8)
3:00	Dismissal (Every Friday dismissal is 12:30 for curriculum, faculty, grade level meetings, professional development, etc.)
3:16	Any students remaining on campus to be picked up will go to Extended Care (12:46 on Fridays). When picked up, there is a casual leaving charge of \$10.00 to be paid at that time.

Supervision is provided from 7:30 a.m. to 3:15 p.m. Mondays to Thursdays and 7:30 a.m. to 12:45 p.m. Fridays. Supervision cannot be provided before the morning hour stated and parents are cautioned not to leave students at school early as they are unattended. After 3:15 (Mondays to Thursdays) and 12:45 (Fridays) any remaining students will go to Extended Care for their safety and a fee will be charged.

Please see our website at [www.ihmla.org](http://www.ihmla.org) to see our school calendar.

### ***Zero Tolerance Policy***

The Archdiocese of Los Angeles will not knowingly assign or retain a priest, deacon, religious, lay person, or volunteer to serve in its parishes, schools, other pastoral ministries, or in any other assignment when such an individual has previously engaged in the sexual abuse of a minor.

Under the Zero Tolerance Policy of the Archdiocese of Los Angeles, any person guilty of sexual misconduct with a minor under the age of 18:

- May not have any paid or volunteer assignment in any ministry in the archdiocese
- May not volunteer in any non-ministerial activity or event

### ***Safe Environment Training for Children and Youth***

Each elementary school, high school, religious education program, confirmation program, and youth ministry program must offer an annual *VIRTUS® Touching Safety Program for Children*. Each location must provide home-based materials to all parents/guardians to help them understand and support their children's education regarding child sexual abuse prevention.

All volunteers should recognize that while they are engaged in service or activities that involve children or youth, they are role models who are called to treat each child or youth with respect and care.

Workers and volunteers:

- Are required to observe all rules and regulations established by their school and by the school or agency they are serving
- May not associate with or be present with children or youth or be party to activities that violate civil law and/or school rules
- Should exercise caution in all interactions with children, including verbal, written, and electronic communications
- Games or sports with children should be engaged in only in the presence of adults, or in a place openly accessible and visible to adults
- Should keep the door open or be visible through door windows while in a room with children or youth
- Should not discuss topics or use vocabulary with children or youth that could not be comfortably used in the presence of parents/guardians or the school principal
- Should never give gifts or mementos to individual children or youth unless this is authorized by the principal
- Must respect the physical boundaries of children and youth; children and youth must never be touched punitively, nor should they be touched in any way that could be construed as inappropriately affectionate

*Please refer to Archdiocese handbook for more details:*

<http://handbook.la-archdiocese.org/chapter-9/section-9-4/topic-9-4-4> and  
<http://handbook.la-archdiocese.org/chapter-9/section-9-12>

### ***Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events***

All adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Clergy/staff members/faculty/volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off the parish or parish school locations. These guidelines are part of the commitment of the Archdiocese of Los Angeles to keep children and youth safe and to provide a role model for all minors under our care.

*Please refer to Archdiocese handbook and beginning-of-the-year paperwork for actual guideline: <http://www.la-archdiocese.org/org/protecting/safeguard/Pages/policies.aspx>*

### ***Parent/Student Complaint Review Process***

Concern for the dignity and rights of each person is intrinsic to the Church's mission as a true witness to the spirit of the Gospel.

Conflicts may occur among students, parents/guardians, and school staff, and all parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the complaint review process for additional assistance. All those participating in the complaint review process are responsible for striving toward reconciliation and acting in good faith. Legal representation is not permitted at any meeting or mediation of the complaint review process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form. The complaint review process must be included in the parent/student handbook.

### **Addressing Complaints at the Local Level: Schools**

The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the people who are directly involved at the school. If the complaint is not resolved, the person bringing the complaint should discuss it with the principal (or the pastor, if the principal is the subject of the complaint). For elementary schools, if the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate. After reviewing the facts and facilitating discussion of the problem, the principal or pastor will respond to the person bringing the complaint.

### **Escalating Complaints to the Central Level: Department of Catholic Schools**

If the complaint is not resolved at the local level, the complaint may be submitted in writing to the Dept. of Catholic Schools, outlining the concerns and reviewing the local process. The assistant superintendent will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter. However, if the parties cannot reach an agreement, the assistant superintendent will apply the policies and/or regulations of the archdiocese and school to make a final and binding determination, and then communicate that determination in writing to all parties.

## **II. Catholic Identity**

### ***Faith Formation***

Immaculate Heart of Mary School is unique because it is a religious community within an academic community. As a school it is a community of learners and teachers, administrators and parents/guardians, staff and resource people. At the same time, it is a faith community of young Christians and adults who come together to make Christ present among them in a special way. There is always a twofold purpose in a Catholic school: learning and believing. To be an exemplary Catholic school, there must be the proper blend of learning and believing (Distinctive Qualities of the Catholic School, p. 11).

IHM is unique in its charism, foundation, and culture. We promote knowledge of the faith, liturgical education, moral formation, teaching to pray, education for community life, and

missionary initiation. We are committed to providing an academic education that integrates Catholic values across the curriculum.

*For more detailed information on our Catholic Identity, please go to <http://handbook.la-archdiocese.org/chapter-4>*

### ***Religion Curriculum***

All schools, whether archdiocesan, parish, or those owned and operated by religious orders, institutes, or governing boards, are required to meet the following Catholic identity standards from the accrediting agency for archdiocesan elementary schools, the Western Catholic Educational Association.

*Please see the following link for more details on the religion curriculum: <http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-13>*

## **III. Admission, Attendance, and Communication Procedures**

### ***Office Hours***

Office hours are 7:30 a.m. – 3:30 p.m. each school day. Please use the buzzer for entrance.

### ***School Student Non-Discrimination Policy***

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, national origin, and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, medical condition, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation and some archdiocesan schools operate as single-sex schools.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, and physical abilities and the resources available to the school in meeting the student's needs.

### ***Inclusion Process/Support Team Education Plan (S.T.E.P.)***

Archdiocesan schools do not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs.

As stated in the previous section, while schools do not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, and physical abilities and the resources available to the school in meeting the student's needs.

Parents/guardians must be informed that they may request a minor adjustment for students with a disability and of the appropriate procedure to address any complaints of disability discrimination.

*Please follow this link for more detailed information about this process:*

<http://handbook.la-archdiocese.org/chapter-14>

The Support Team Education Plan (STEP) is a collaborative process that brings together students, parents/students, teachers, and administrators to seek positive solutions based on a student's strengths and special needs to help that student benefit from his or her education and to facilitate participation in the Catholic school curriculum. *Please follow this link for more detailed information about this process:* <http://handbook.la-archdiocese.org/chapter-14>

Section 504 of the Rehabilitation Act of 1973 is a federal statute that prohibits discrimination on the basis of disability in certain settings. The purpose of this Complaint and Review Process is to provide a structure for bringing about resolution and reconciliation when disagreements arise between a school family and the school arising out of a student's physical or mental impairment or disability.

Everyone involved in the Complaint and Review Process is to be free from restraint, coercion, discrimination, or retaliation in any form. The Complaint and Review Process should be followed when issues arise at the school relating to a child's disability, and the parties have been unable to reach a resolution with the child's teachers or other members of the school staff. The definition of a disability under Section 504 is a mental or physical impairment that substantially limits a major life activity. Major life activities include breathing, speaking, walking, eating, working, learning, etc. Under Section 504, the standard for a covered private school to provide services to a student with a disability differs from that of a public institution. A public school must provide a student with a disability with "reasonable accommodations" to assist him/her in accessing the education provided in a general education classroom. In contrast, Section 504 only requires certain private schools to make "minor adjustments"—a different and lesser standard than "reasonable accommodations"—to their programs for students with disabilities.

The minor adjustments provided by the school must be documented in order to comply with the requirements of Section 504. In the public school, this documentation is called a Section 504 Plan. A Section 504 Plan applies only to the school that creates the document. It is not transferable and is not applicable to a private school. So, if parents/guardians have a Section 504

Plan that was written for his or her child by a public school or any other school, that plan is not valid at your school. The minor adjustments provided by the school are documented in the STEP process and the STEP plan and are compliant with Section 504. In the event of a disagreement arising out of a child's physical or mental impairment or disability, the school shall adhere to the process that follows. *Please follow this link for more detailed information about this process:* <http://handbook.la-archdiocese.org/chapter-14>

### ***Admissions Policy***

The following admission guidelines apply:

#### **Order of acceptance:**

- Brothers and sisters of students already enrolled in IHM
- Registered, worshipping, and contributing members of IHM church
- Children of IHM parish not registered
- Catholic children outside of IHM Parish
- Non-Catholic children (Out of Parish Tuition)

#### **Other items to consider:**

- Under archdiocesan guidelines for financial considerations, the optimum number of students per classroom is 35.
- The recommended age for transitional kindergarten students is four years of age on or before September 1.
- The recommended age for kindergarten students is five years of age on or before September 1.
- The recommended age for first grade students is six years of age on or before September 1.
- All students must comply with current California immunization and health requirements prior to enrollment.
- The parish school will strive to provide an accessible Catholic education to as many students as possible, both with its educational programs and financial considerations; however, the school may have insufficient resources to meet the educational and financial needs of all students.
- The pastor and principal will review students' continued eligibility for enrollment in the parish school.

### ***Tardiness***

8:00 am is a reasonable hour that allows parents, as well as students, to arrive at the school on time, regardless of the distance and/or traffic conditions. Tardiness will impede your child's learning. He or she needs to be present and arrive on time in order to fully comprehend all class lessons. We understand that there are exceptional cases when an emergency arises, which causes a child to be late. However, these occasions should be very rare and the exception, rather than the

rule. Each trimester, after three unexcused tardies, there will be a daily \$2.00 fine for each additional day your child is late and the grade for the first period academic class will be dropped. Medical absences and tardies (with Doctor's note) are considered "excused" and will still allow the student to be eligible for "Perfect Attendance" award.

### ***Truancy***

A student is considered truant when he or she is absent from school without a valid excuse for three full days in one school year or is tardy or absent for more than any 30-minute period during the school day on three occasions in one school year, or any combination thereof. The school shall report the student to the local public school district's attendance office or its superintendent.

In the event that a school suspects that a student is truant (absent from school without a valid excuse), the school administration should first contact the parents/guardians. If the school suspects that the student is a habitual truant (absent three times in a school year without a valid excuse) and all resources at the school level have been exhausted, the school principal should notify the local Child Welfare and Attendance authorities.

If a student has been reported once as a truant and then is absent again for one or more days without a valid excuse or tardy on one or more days without a valid excuse, the school should again report the student as truant to the local public school district's attendance office or its superintendent. A student who has been reported as truant three or more times is considered a habitual truant and is subject to dismissal.

If a student has been absent without excuse, and it is impossible to contact the parents/guardians within 24 hours and after repeated attempts, the school should notify the attendance office of the local public school district, the local police department, Child Protective Services, or all of those agencies.

### ***Excused and Unexcused Absences***

When a student is absent, the student must submit a written excuse signed by a parent/guardian and the school must keep excuses on file for one year. Excused absences include illness, medical or dental appointments, funeral services for family members, quarantine directed by city or county officials, or emergencies or special circumstances as determined by the school. Excessive unexcused absences may result in the loss of academic credit. If parents/guardians wish to temporarily take their child out of school for family reasons, the principal and teacher should discuss with the parents/guardians the possible effects of such an absence.

Summer school will be required if a student is absent for **15 or more unexcused days**.

### ***Planned Vacations During the School Term***

It is understood that it is the parents' prerogative to take children out of school at their discretion. It also needs to be understood that the school discourages such absences.

Students can make up the homework upon their return or during their trip, but they miss the instructional time and that time cannot be recovered. Teachers develop lessons on a weekly basis. Students leaving for such vacations are responsible for asking the teacher(s) for the work they have or will miss. Trips (unless for a death or illness in a family) is considered unexcused. Summer school will be required if a student is absent for **15 or more unexcused days**.

### ***Movie or Television Contracts***

If a student is absent from school because of movie or television contracts, this is considered an excused absence and is marked as such in the attendance register and records.

### ***Leaving School Early***

A student may not leave the school before the regular dismissal time without a written request from a parent/guardian. The request must state the reason for leaving school early.

### ***Work Permits***

Under California law and other relevant laws, a minor student may not work without a work permit issued by the appropriate authority. To obtain a work permit, certain information is required from the student's school. Information regarding work permits and how to apply is available from the California Department of Education.

After receiving a promise of employment, the minor student must obtain a Statement of Intent to Employ a Minor and Request for a Work Permit. The minor, employer, and parents/guardians must each complete their sections and submit the completed application to the school. The school will verify the information entered on the application by the minor and parents/guardians and will also examine the student's records and consult the teacher to confirm the student's satisfactory academic achievement to date. The student must then submit the form to the work permit issuing authority: the superintendent of the local public school district or those persons authorized in writing by the superintendent to issue the permit. If all requirements are met, the work permit issuing authority may issue the Permit to Employ and Work. The school must keep a copy of the signed work permit in the student's file.

*For additional information and forms, see California Child Labor Laws:*  
<http://www.dir.ca.gov/DLSE/ChildLaborLawPamphlet.pdf>

### ***School – Home Communication***

In order for IHM and home to work together it is necessary that frequent and clear communication lines remain open. We all want what is best for our children, and the following guidelines will be a great help to ensure that everyone is and remains informed. Thank you!

**Family envelope/mass email:** This envelope/email will come home with the oldest child in the family. Enclosed will be a letter from the principal, flyers from PTA and/or other coming events, RSVP's, and calendar when it is time.

**Website ([www.ihmla.org](http://www.ihmla.org)):** Go on our website for the school calendar, announcements, upcoming events, teacher pages, and more!

**Appointments:** The principal welcomes parental visits when there is need to speak with her. Making an appointment is the best way to ensure she is available. If the visit concerns a classroom teacher or concerns in a classroom, the protocol is meeting with the teacher first to discuss/resolve any concern. If that has been done and there remains a concern, then set the appointment through the office.

**Orientation Night for Parents/Back to School Night:** There will be an annual Orientation Night for Parents/Back to School Night early in the school term. It begins with a prayer and words from the pastor if he is available, opening remarks and introductions from the principal and periods for classroom visitation where teachers will provide parents with classroom guidelines, curricular expectations for the term, and provide opportunity for parents to ask questions.

**Parent/Teacher Conferences:** These are scheduled for everyone after the first trimester reporting period, and by appointment after school as needed. You are asked not to meet with teachers before school without scheduling the time, as they are preparing for the day with your children.

**Special Parent Meetings:** These include First Reconciliation, First Eucharist, High School Information Night, Graduation Information Night, and meetings about special topics. All are welcome to PTA and Room Parent meetings.

**Report Cards:** These are issued at trimester times, and progress reports will be sent at intervals throughout the year. Please take special note of these reports. You will also receive test results and corrected student work.

It is important that you look for communications frequently from your child. Sometimes the communication goes home and spends extra time in the backpack before it finds its way to you.

You are asked to ensure that your child comes to school prepared: books, homework, lunches, after-school pickup arrangements. None of these forgotten items or communications are emergencies, and it is important for classes not to be interrupted except for emergencies.

### ***Safety and Security Procedures***

Safety for our students is of the utmost importance in determining guidelines and policies regarding campus safety. Consistent support of all parents is necessary for us to maintain security and safety for the children.

IHM School has a hotline to *KNX 1070 am Radio* in case of emergency. Please listen to this radio station for announcements concerning our school. We also follow L.A. Unified, so if you hear a report about L.A. Unified in an emergency, the Archdiocese and IHM would follow.

**Emergency & Evacuation Procedures:** We have detailed procedures in case of varying emergency situations given to the families in the beginning-of-the-year packet. Although the teachers will go over the procedures with the students, please also read and go over the policies with your children so that all parties are on the same page when it comes to emergency situations.

**Emergency Phone Numbers:** The importance of current emergency contact numbers cannot be emphasized enough. Please notify the school immediately of any changes. It is imperative that you provide us with at least TWO other names of people authorized to care for your children if we cannot reach you.

**In case of emergency DO NOT phone the school.** Please do not phone the school to ask about your child or what we are doing. It would be impossible for us to field such calls while we are trying to look after the students, ensure their safety, and make emergency calls, e.g. to police, fire, KNX, etc. Tying up the school line would make it impossible for us to make emergency calls. We will contact you via email and/or text message. Thank you.

**All visitors, including parent visitors, must sign in at the office before proceeding to their destination.** Please no loitering in or around school grounds. We must always be vigilant for our children. Not every employee knows all parents, and we must be certain that our children are safe. If someone asks who you are, do not be offended, because that someone is trying to protect your children.

**Closed Campus:** To preserve the academic environment and school security, archdiocesan and parish schools are designated as closed campuses. No person may enter the campus unless authorized by the school administration. Visitors must present themselves at the school office if they need information or have business to conduct with the school.

**Smoking:** Smoking is prohibited at all times anywhere inside archdiocesan buildings, offices, and classrooms and outside and around buildings as specified by state and local regulations. Smoking is prohibited within 25 feet of all entrances. Smoking is only allowed in outside areas that are designated for smoking. This policy also applies to electronic cigarettes.

### ***Arrival and Dismissal Procedures***

The safety of our children is of the utmost concern, and because our delivery and pick-up “space” is limited, it is imperative that we all remain patient. If being patient requires that we

leave home a bit earlier than that must be given consideration. That being said please follow the guidelines below.

### **Arrival**

1. Proceed to the entrance of the Church parking lot. Please park in the legal parking areas. Walk your child from there to the crosswalk at the corner and cross with the crosswalk light.
2. If you wish to drop off your child at the entrance of school, be cautious of the line of cars that may be there in front of you. Wait your turn as children can only safely disembark from the first two automobiles. Outside of those two options, there is no stopping/parking on N. Alexandria. Any parking along the block could cause traffic hazards. Thank you.

### **Dismissal**

1. Proceed to the entrance of the Church parking lot. Please park in legal parking areas. Walk from there to the crosswalk at the corner and cross with the crosswalk light.
2. If your child is in grades TK-4, pick him/her up from the Santa Monica gate. If your child is in grades 5-8, pick him/her up from the Alexandria gate. Please do not double park in the lot or on the streets.

### **Rainy Day Dismissal**

1. From Santa Monica proceed to the entrance of the Church parking lot. Please park in legal parking areas. Walk from there to the crosswalk at the corner and cross with the crosswalk light.
2. Pick up your child from the front door of the school. Please go inside and pick up your child from the auditorium. Please do not double park in the lot or on the streets.

### ***Extended Day Care Program (EDP)***

Extended Day Care is provided from dismissal until 6:00 p.m. on school days, except days at the beginning of “vacations.” The Extended Day fee is paid separately from tuition. Students not enrolled in EDP may stay on a given day for “Occasional Use” fee charges. Inquire at the office for fees.

Prompt pick-up and payment of fees is required for us to provide ongoing service for your family. Please be reminded that the people who serve your children and your family have lives too and they need to lock up and leave promptly at 6:00.

If you are in need of this service, please check with office personnel regarding fees and times.

A signed agreement is necessary for participation. The Archdiocesan insurance covers students during the time of the program. This program can only serve children enrolled in Immaculate Heart of Mary School.

A completed emergency card with up-to-date information is required, as well as records of arrival and departure from the program.

### ***Rules for Non-Custodial Parent/Guardian Visits***

Parents/guardians are responsible for providing any custody orders or other legal documents to the school that they wish the school to follow. Schools should take all reasonable steps to comply with these orders and are advised to ask the parents/guardians to provide the underlying agreements for these matters. The archdiocesan Office of the Legal Counsel is available to advise on how to handle these matters. The parent/guardian who has custody should be encouraged to present legal evidence to the school regarding the extent of the visitation rights of the other parent/guardian.

If a parent/guardian does not have legal custody of his or her child but has visitation rights, that parent/guardian may visit the child (subject to the school's visitation policy and if the school does not have a legal order prohibiting such a visit). Prior to taking action, the principal must identify the parent/guardian and determine if he or she has visitation rights.

Visitation rights are usually limited by the court to specified days and hours. The principal must be aware of these restrictions. If a parent/guardian without visitation rights attempts to visit a student at school, the principal shall inform the custodial parent/guardian.

Schools may not provide legal analysis of custody orders or advise parents/guardians on the interpretation of custody orders. If parents/guardians disagree on the meaning of a custody order, the parents/guardians must consult legal counsel or come to an agreement on its meaning and provide the school with written documentation of their decision. Schools do not guarantee enforcement of custody orders. If a parent/guardian violates a custody order, schools should call the other parent/guardian, the police, or both for assistance.

### ***Children in Foster Care***

When a child is in a foster home and the parents/guardians request to visit the child at school, the school shall inform the agency that is responsible for placing the child in the foster home.

### ***Health, Illness, Accident Procedures***

**Emergency Card:** The Emergency Card for each student shall be complete and current, must be readily available to authorized employees, and shall indicate whether or not the parents/guardians have given the school permission to choose a physician in an emergency.

At the beginning of each school year as well as mid-year, the Emergency Card for each student should be completed by the parents/guardians. Subsequently, the parents/guardians must inform the school when there are changes to key information, including addresses for home or work, numbers for cell or work phones, names of persons to notify in case of an emergency, or medication prescriptions for the student.

In case of an emergency, the Emergency Card should be shown to the paramedics or emergency room staff in order to authorize treatment and advise them if a student has any particular medical needs or is on medication.

Therefore, it is imperative that the Emergency Card information be accurate, complete, and current. Parents/guardians are required to update information about any medication the student takes on a regular basis.

When a student becomes ill or injured, the parents/guardians must be contacted immediately. If the parents/guardians cannot be reached, the school shall contact another person listed on the Emergency Card.

**Medical Immunizations and Exemptions:** The California Health and Safety Code requires students to provide proof of immunization for school entry and also requires schools with kindergarten or seventh grade to assess and report annually on the immunization status of students in these grades. Issued annually by the State of California, all directives regarding immunization shall be implemented.

Up-to-date information on immunization requirements can be found at Shots for School, the County of Los Angeles Department of Public Health, and the California Code of Regulations section on immunization.

Students may be subject to routine examinations in school, including hearing, vision, dental, head lice, and scoliosis.

**School Health Records:** Every school must comply with all department of public health requirements. Every school shall have on file a health record for each student enrolled in the school. Upon a student's transfer, student health records are forwarded with the student transcript to the receiving school. Schools shall comply with all Family Educational Rights and Privacy Act rules as applicable.

**Medical Appointments:** Early dismissal for medical or dental appointments shall be granted when the parents/guardians make a request. Parents/guardians shall be urged to keep such

requests to a minimum and encouraged to make arrangements for care during vacation periods or after school hours.

**Medications Administered at School:** The school shall not furnish medications. All medications administered at school shall be provided by the parents/guardians.

- The Medication Authorization and Permission Form must be provided. This form, which states the nature of the medication, must be signed and dated by the doctor and the parents/guardians.
- Medication administered at school must be in the original container and labeled. The day's dosage must be sealed, be labeled, and have the student's name attached. It shall be in an appropriate container and be kept in the school office or nurse's office.
- The student shall come to the office for medication.
- Because of the risk of students sharing medications, students may not carry medication of any kind to be self-administered at school. If a student is seriously at risk without an EpiPen or inhaler on his or her person, the student may receive special consideration.
- A student may not be given medicine prescribed for family members.
- These medication regulations apply to both prescription and non-prescription medications.
- A student who is diabetic is allowed to test his or her blood sugar at school in the health room or office and self-administer medication as necessary. If a student is too young or otherwise unable to self-test his or her blood sugar, a location may make arrangements with the student's family to assist with testing. All medications must be kept in the school office or nurse's office and appropriately labeled as described above. School employees may not administer injections to a diabetic student except in emergencies, unless other arrangements are made in advance.

If parents/guardians do not complete the Medication and Authorization Form by indicating the student's prescribed medication, the parents/guardians will have to come to school and personally administer that medication.

**Communicable Diseases:** When communicable diseases are identified at a location, the person in charge shall immediately refer to the reporting requirements of the county health department in accordance with local requirements (Los Angeles County Department of Public Health).

A reported communicable disease may cause a staff member to miss work or a student to miss school. Before the staff member can return to the workplace or the student can return to school, he or she must have appropriate permission issued by the department of public health, a physician, or a nurse.

**Allergies:** Some students may have severe, life-threatening allergies. While the school will make reasonable efforts to prevent or minimize an allergic students' contact with allergens, the school does not promise an allergy-free environment.

**Pregnancy Involving Students or Other Minors:** Should a pregnancy occur involving a student or other minor, the entire school or parish community should offer Christian support to the mother and father to assure appropriate prenatal medical and counseling care so that the pregnancy can be brought to term and the infant will have an opportunity to grow and be nurtured as a child of God. In such circumstances, the principal, pastor, youth minister, and other appropriate staff should meet with the pregnant couple and their parents/guardians to plan for the pregnancy, including discussing alternatives to school and religious education arrangements that are appropriate for the needs, health, and safety of the child in the womb, the pregnant couple, and the school or parish community.

In schools, the principal, in consultation with the Department of Catholic Schools and the pastor (for elementary schools and parish high schools), shall review all aspects of each case and make a determination, based on the particular circumstances, of the need for any schooling accommodations or arrangements.

In cases of pregnancy, the father (if known) and mother of the child should be encouraged and assisted to obtain professional medical care and counseling consistent with Catholic teachings, including teachings on the immorality of abortion. The Department of Catholic Schools can assist in the process and serve as a resource for services and referrals.

**Student Accident Insurance:** The Student Accident Insurance Program is provided for all full-time students in archdiocesan and parish schools. This program supplements other health insurance maintained by the family and assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school, or while participating in school-sponsored and school-supervised activities, including school-sponsored sports, field trips, and extended school day programs.

### ***Research Projects and Rights of Parents***

Parents/guardians must be informed if a research project involving their child is to be conducted at the school and they must be provided with sufficient information about the research to enable them to give informed consent. Parents/guardians have the right to withhold permission allowing their child to participate in research studies. Parents/guardians have the right to withdraw their child at any time from a research project without reprisal.

Parents/guardians have the right to request to preview the materials to be used in a research study that involves their child. Requests to review the Research Materials should be made with appropriate written advance notification to the school and to the researcher.

Except in a limited range of research areas where an Institutional Review Board determines that a waiver of assent is appropriate, student assent to participation in a research project must be obtained. If a student reaches the age of consent applicable to the subject matter of the research project, the student must be given the opportunity to provide informed consent. Students have the right to withhold their assent and have the right to withdraw without penalty. Students who are not participants in research studies may not be singled out in any way or penalized.

## ***Privacy and Access to Records***

Maintaining confidentiality is the legal, ethical, and professional responsibility of every member of the school community, including students, parents/guardians, teachers, aides, and all other employees. Every member of the school community must respect the privacy of all students, families, employees, the principal, and the pastor.

**Pupil Records:** "Pupil records" means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include directory information or a school employee's informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute teacher.

Only the principal, as custodian of the records, may authorize the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher's aide may view or use pupil records only with direct teacher supervision. Pupil records may be released by judicial order, such as a subpoena or search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents/guardians of minors have the absolute right to access their child's pupil records in accordance with the school's reasonable procedures for providing such access. Parents/guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent/guardian and non-custodial parent/guardian with visitation rights the right to access and examine pupil records. However, only the custodial parent/guardian may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent/guardian without visitation rights has no right of access to records of any kind.

**Directory Information:** "Directory information" means one or more of the following items: a pupil's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil.

To the extent possible, the school will minimize access to student phone numbers and email addresses, unless the parents/guardians consent to broader access. To the extent possible, other users of directory information should also try to minimize access to and distribution of student phone numbers and personal email addresses, unless the parents/guardians consent to broader access.

In no cases should commercial enterprises have access to directory information. Lists of room parents/guardians, students in each grade, phone numbers, email addresses, and any other

personal information about families and students are considered confidential and may be used only for the purposes specified.

**Publication of the Image, Name, Voice, or Work of a Student or Minor:** Without the written permission of the parents/guardians of a student or minor, a location may not publish or use for noncommercial purposes the image, name, voice, or work of the student or minor. This policy includes but is not limited to publicity, exhibits, printed or electronic media broadcasts, student publications, marketing, or research. The location must obtain the signature of the parents/guardians on the Parent/Guardian Release for Student or Minor (Noncommercial) before any such publication or use (which will be given to the students in the beginning of the year).

**Verbal or Written Confidences:** Students or parents/guardians may provide confidential information to school employees in many ways. Students may communicate verbally or in writing, such as using a note or writing/journal assignment.

All school employees must respect the verbal or written confidences of students and adults, except in cases that involve the health or safety of students or others. If the confidence relates to a health or safety issue, the school must promptly notify the pastor, principal, other person in charge, or appropriate authorities, keeping in mind the privacy rights that apply. The school must follow the archdiocesan policy on reporting suspected abuse of children or vulnerable adults.

### ***Transfer of Records***

**Student Transfers, Withdrawals, and Graduation:** Whenever a student transfers, the former school shall provide a copy of the Cumulative Pupil Record form and the original health records to the intended school when the intended school requests the information and the student's parents/guardians submit a release. The original Cumulative Pupil Record form will remain at the school.

On the original Cumulative Pupil Record form and in the attendance register, the former school shall record the transfer, reason for the transfer, and name of the school where the student is transferring or entering after graduation. A school will not give official transcripts to students or parents/guardians.

Principals may be required by the county office of education to report the transfer, withdrawal, or expulsion of any student. The school grants full credit for all work a student accomplishes up to the time of transfer, withdrawal, or expulsion.

**Withholding of Records:** Under California law, a private school cannot refuse to provide student records to a requesting elementary school or high school because of any outstanding charges, including tuition or fees that the student or parents/guardians owe. However, in accordance with school policy, the school may withhold from parents/guardians the grades, diploma, or transcripts of a student pending the payment of certain amounts for damaged property, the return of loaned property, or unpaid tuition or fees.

**Cumulative Pupil Records:** On the official archdiocesan Cumulative Pupil Record form for each student, the school enters full and accurate records, including standardized test results. Cumulative Pupil Record forms are kept on file permanently as hard copies in secure fireproof containers or as electronic copies. Only authorized personnel may have access to these records. The school must maintain health records in a separate file for four years.

### ***International Students***

The Archdiocese of Los Angeles welcomes international students. Through the cultural exchange of learning, praying, playing, and growing together, the presence of these international students enriches the educational and religious experiences of everyone in the school community.

All international students who do not live with a relative must live with host families who are identified on the student's I-20 forms. Student apartments, dormitory-style living, and unsupervised living are not permitted, even if the students are 18 years old or older.

The school is not involved in the selection of host families. A letter from the student's parents/guardians that identifies and approves the host family and place of residence is required.

The parents/guardians, host family, and/or ISEVPO, if used, shall notify the school if there is any change in the student's host family or residence.

Faculty, staff, coaches, and/or their spouses may not serve as host families or guardians.

Host families are required to meet with the school for orientation and periodically thereafter. Host families must attend meetings and functions required of domestic parents/guardians. Host families that are not contractually required to attend safe environment training are nevertheless encouraged to do so.

All international students are required to be enrolled in a religion course for a grade/credit each semester. The international student will be expected to participate, as appropriate, in religious functions and events.

*For more information about international students see:*

<http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-6>

## **IV. Academics/Co-Curricular Activities and Athletics**

### ***Academic Curriculum***

The curriculum includes Religion, Language Arts (Literature, English, Spelling, Vocabulary) Cursive/Manuscript, Family Life, mathematics, science/health, social studies, physical education, music, computer skills.

The curriculum at Archdiocesan Catholic schools integrates the mission of Christ to teach the Gospel message to all. The archbishop and archdiocese are committed to providing strong academic experiences for students in school communities that reflect two purposes: the teaching mission of the Church and the need to educate youth for life in a way that relies on academic skills and requires sound preparation.

The curriculum consists of all learning experiences that are planned and organized under the principal's leadership, implementing the school's educational goals in a manner that reflects a commitment to Catholic teachings. The curriculum must be consistent with the philosophy of the school, educational policies of the archdiocese, and requirements of the applicable sections of the California Education Code. The commitment to ongoing academic excellence, personal growth, leadership, and service as components of Catholic identity extends to all aspects of the academic program.

### ***Homework***

Homework is assigned to support and provide practice for concepts learned during class.

- TK - 1: 30 minutes per evening
- Grades 2 – 4: One hour (Does not include unfinished class work and required daily reading)
- Grades 5 – 8: Two hours (Does not include unfinished class work and required daily reading)

If your child is having difficulty finishing homework on a consistent basis, please speak with your child's teacher.

In addition to homework, students **MUST** read every night. Grades TK-1st will have at least 15 minutes a night, grades 2nd-5th will have 20 minutes of reading a night, and grades 6th-8th will have 30 minutes of reading per night.

Helping children with homework is acceptable and good as long as people at home are not actually doing the homework for the student. When children arrive home after school a healthy snack with protein, a short period of play time (not computer time or video game time, but active play time), a quiet, well-lit, consistent place to study are all recommended.

### ***Religion Program***

**School Masses:** These are planned for Fridays unless a holy day of obligation falls on a different day. Second grade children will be prepared for the sacraments of Reconciliation and Eucharist. One Sunday of particular months there is a children's liturgy. All families are encouraged to participate in that liturgy.

**Daily Masses:** Please see church schedule for daily Mass schedule.

**Our Catholic Faith:** Children celebrate the Sacrament of Reconciliation with their classes during Advent and Lent. In addition, there is morning prayer each day at school during morning assembly. Students pray in classrooms at lunch and at the closing of school each day, and at other times during the day.

Children will learn the teachings of the Roman Catholic Church age appropriately in all Grades TK – 8. Christian values are imbedded in all aspects of life at IHM.

### ***Graduation Requirements***

It is expected that students will have completed the eighth grade course of study satisfactorily. Parents will be contacted early in the year if there is a question about a student completing the work, and a plan developed to ensure success of the student assuming a best effort is given.

Parental responsibility for tuition, fees, fundraising must be met prior to graduation. Not meeting those responsibilities could result in students not participating in year-end activities, walking at graduation, receiving a diploma.

Eighth Grade Valedictorian and Salutatorian will be determined based on the average cumulative grades of their Sixth, Seventh, and Eighth Grade years, as well as work habits, effort, behavior, completion of service hours, excellent Christian values and service, and upholding IHM's mission and philosophy. Cumulative grades are calculated by averaging percentages from three trimesters in Language Arts, Math, Science, Social Studies.

### ***Testing and Assessment***

*STAR Testing:* These are administered four times a year. Results and parent reports will be given to parents.

*ACRE:* These Religion Achievement Tests are administered in Grades 5 and 8 in January each year.

Assessment procedures play an active role in each subject area in each grade. Some assessments are formative (administered before instruction to determine student needs). Some assessments are summative (administered after concepts have been taught).

### ***Grading***

Grading scales are found on the school report cards.

The school is on a trimester system, with those reports going home three times a year.

### ***Honors and Awards***

Trimester awards are presented, as well as end-of-the-year awards and graduation awards. Trimester Honor Roll is determined by a B+ (90%) average in each subject area. Behavior and work habits also play key roles in receiving Honor Roll. Principal Honor Roll is determined by receiving Trimester Honor Roll every trimester. Monthly Christian Values awards will be presented to students exhibiting values of compassion, caring, gentleness, integrity, patience, service, and all of those values which we treasure as members of the IHM family. True to Mary Aikenhead, the foundress of the Religious Sisters of Charity, and stated on our crest, “The love of Christ urges us!”

### ***Tutoring***

If a student requires private tutoring or parents/guardians wish to have a student tutored in school subjects, the parents/guardians are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parents in identifying tutoring resources.

Teachers may not be paid for tutoring students assigned to their classes, but with prior permission from the principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents/guardians. A school may arrange with independent contractors or entities not employed as teachers or staff at the school to provide tutoring on a fee basis. All tutors and entities must comply with the procedures and policies of the extended school day program and the safe environment policies and vendor policies of the Archdiocese.

### ***Retention***

The decision to retain a student in the present grade shall be based upon a consideration of the overall welfare of the student, (i.e., carefully weighing academic, social, and emotional factors). The principal, in consultation with the parents/guardians and faculty, shall make the final decision regarding retention.

### ***Summer School***

If your child has a 69% or below in one or more of his/her core subjects, your child must attend summer school for four weeks at IHM. Otherwise, for students attending IHM who are performing above this scale, summer school is optional for both review and enrichment (preparation for the following school year).

### ***Counseling***

The mission and purpose of the school is education. Schools may not assume the responsibility for psychological counseling or therapy because they are not qualified or licensed to do so.

In addition to providing classroom instruction, schools may engage in the following limited counseling activities:

- Provide advice and counseling regarding academic subjects and student progress in school

- Give limited guidance to students who present with non-academic personal issues or situations
- Provide students with referrals to marriage and family therapists, child psychologists, licensed educational psychologists, psychiatrists, and similar professionals for diagnosis and treatment; if the school provides referrals to parents/guardians, the list must include at least three names of qualified people or entities
- Retain, where necessary, appropriate professionals to provide psychological counseling services for the school or include educational testing to assess a student's academic ability, learning patterns, achievement motivation, and personality factors that are directly related to academic learning problems (prior to a contractual relationship, the principal will ensure that the professional is credentialed, licensed, insured, or otherwise properly qualified); as appropriate, the school may refer a student for specific or additional testing, generally at the expense of the parents/guardians
- Provide high school and college counseling, sharing information with parents/guardians and students about application procedures, entrance exams, scholarships, and ; schools may also provide catalogs and information sessions

### ***Co-Curricular/Extra-Curricular Activities***

All co-curricular/ extra-curricular activities are a *privilege and not a right*. Students representing IHM at any co-curricular/extra-curricular activities and/or social events need to be models of Christian Values.

*Offerings include:* Student Council, sports, and music.

### ***Field Trips and Excursion***

Field trips are a privilege and not a right. Students representing IHM at any field trip need to be models of Christian Values and uphold our IHM mission and philosophy.

Field trips are organized by the school for the educational and/or cultural development of our students. In order to participate in field trips, it is necessary for the school to have an authorized release form from the parents before the trip. Only the authorized form is acceptable, and must be dated and signed by the parents or legal guardians. These forms are supplied by the school, and, as a rule, all students are expected to participate in these events as they become part of the curriculum. Phone calls cannot be accepted as a release for a student to participate in a field trip.

Students who are not allowed to attend a field trip (no parent permission, consequence of behavior, etc.) must still attend school. They will be given work to do and will stay in the office or another classroom.

Chaperones for field trips must commit to supervision. The safety of our children is paramount, and visiting with friends is not supervision. Younger siblings not attending our school are not allowed on field trips for the same reason. Thank you for your cooperation.

**Transportation:** Transportation may include personal automobiles, school or chartered bus or van, boat, or plane.

**Personal Motor Vehicles:** Although this is discouraged, employees and volunteers (including teachers, religious education instructors, and coaches) may use their personal motor vehicle to drive two or more minors to and from athletic, youth, and other trips or events. Employees and volunteers may not be alone in a vehicle with a single minor who is not their own child.

School staff, parish staff, parents/guardians, and volunteers who drive students in their own vehicles must be at least 25 years old, have a clean driving record for the past three years, possess a valid Class C driver license, and have current and valid California automobile insurance. The school must keep on file a copy of that driver license and proof of current insurance.

**Vans:** Schools and parishes may transport students in vans or other vehicles designed for 10 passengers or fewer, including the driver. Vehicles designed for more than 10 passengers may not be reconfigured to seat only 10 passengers, including the driver. A driver of a vehicle designed for 10 passengers or fewer does not need a commercial driver license.

**Youth Buses:** Schools and parishes may use vehicles designed for 15 persons or fewer to transport students within 25 miles of the school or parish. Individuals who drive these vehicles must have a commercial driver license with a youth bus certificate. Every youth bus must have on the front and rear a plainly visible sign with the words "YOUTH BUS" in letters at least eight inches high. A school may not use a youth bus without the consent of the Department of Catholic Schools.

**Commercial or School Buses:** Locations may only hire buses, vans, or other passenger carriers from transportation companies that have valid permits, licenses, or charters approved by the State of California and that maintain current insurance on their vehicles.

### ***Student Publications***

Student publications are an important component of the instructional program and contribute directly to each school's goals.

The principal is the publisher and has the legal responsibility for all student publications, including the newspaper, yearbook, and website. All school publications must observe copyright laws. The principal may appoint a moderator who exercises control over submitted material. Before the material is printed and distributed, the moderator must review all material and submit a copy of the publication to the principal for approval.

Additionally, the principal (or the moderator, if one has been designated), shall:

- Establish a clear understanding of the purpose of the publication and the limitations on the editor's authority
- Confirm that topics are in good taste

- Assure that material complies with Catholic teaching
- Encourage students to treat others respectfully and avoid personally attacking people
- Require that students check facts carefully before publishing a story
- Have parents/guardians sign the Parent/Guardian Release for Student or Minor (Noncommercial)

### *Athletics*

A separate athletic handbook will be given to students upon athletic participation.

## **V. Tuition, Fees, and Service Hours**

### ***Tuition***

Tuition may be paid by the year, semester, or monthly. Since paying monthly is necessary for most families the first payment schedule is August 1st. The remaining monthly payments are paid in equal installments on the first of each month.

SMART tuition, an online tuition payment system, handles tuition collection. The school will take care of the registration fees. Families must enroll online and are given soft or hard copies of their invoice. Families may pay by credit card, debit card, or check. Cash payments may be made at 7-11 stores. There will be extra fees charged to cash and credit card payments. If the payment is given AFTER the tenth of each month, there will be a late fee charged by the school and by SMART tuition.

Tuition is determined according to the number of children in each family, parishioner status, i.e. in- parish (discounted rate [grant], if another grant does not already apply) and out-of-parish.

*In-Parish Status:* Families who are registered members of Immaculate Heart of Mary Parish attend Sunday Mass at IHM, and use the Parish Envelopes regularly, which demonstrates that you are a worshipping and contributing member of the Parish Community. Your tuition is lower than that of non- parishioners.

*Out-of-Parish Status:* Families who live outside IHM Parish, do not attend Sunday Mass here, or do not use parish envelopes regularly.

**Tuition Collection Policy:** If unable to make a tuition payment on-time for any reason, it is the parent's responsibility to contact and inform the school. The school may allow a grace period and in some cases may set up a formal, temporary payment plan. Note that this also applies to school fees, miscellaneous dues, and church dues for those receiving the Parishioner tuition rate. **The school reserves the right to ask parents to withdraw their children where parents fail to abide by these policies, including:**

- Failure to contact and inform the school of a late or missed payment

- Multiple missed or late payments
- Failure to follow through with or abide by any agreed upon payment plan established by the school
- Failure to adequately communicate with the school regarding finances (i.e. not returning phone calls or responding to e-mails regarding finances or failure to follow through with what is indicated in that correspondence)

### **Components of Tuition Plan:**

- Annual registration and fees
- Tuition Payments
- Plan A, B, or C Service Plans
- Student Participation in School Fundraisers: Student participation in all fundraisers is expected, with a set minimum to be raised by each student. (Failure to participate must result in a notice of assessment, and the message that the family prefers one of the other tuition rates.) Three fundraisers include candy sale, gift wrap, and jogathon. *Families not wishing to participate in any fundraising or service plans (student or parent), have the option of an increased tuition rate, called “Optional Tuition.”*

### ***Additional Fees***

Additional student fees are assessed each year to cover a portion of the cost of items such as technology, student insurance, magazines, book covers, computer needs, classroom supplies, software, testing, duplicating materials, textbooks/ workbooks (purchase and rental) screenings, etc.

Failure to meet financial obligations may result in the exclusion of your child from school until payment is made or arrangements are made with the principal.

### ***Service Plans: A, B, C***

There are three service plans of choice for you.

**A:** If you contract to Plan “A” , forty (40) service hours are required during the school year. Refer to “Opportunities for Service Hours” sheet given at the beginning of the year, and check notices, bulletins, and calendars for other possible opportunities. **Service hours not completed before Easter vacation will be charged \$15/hour. This penalty is to ensure that all hours are completed towards the beginning of the year.**

**B:** If you contract to Plan “B” you pay \$400.00. The payment may be made in one or two payments (October 1st and February 1st).

**C:** If you contract to Plan “C” you are contracting to serve 20 service hours and pay \$200.00 for the other 20 not served. The payment may be made in one or two payments (October 1st and February 1st). **Service hours not completed before Easter vacation will be charged \$15/hour. This penalty is to ensure that all hours are completed towards the beginning of the year.**

Each year at registration, families sign and return a “Tuition Agreement.” Parents in Plans “A” and “C” will be notified of any events in which they may/can be involved. Communication for these will be sent as necessary, but parents are primarily responsible for asking and recognizing opportunities to fulfill their obligations, e.g. reading “Opportunity Sheet,” bulletins, notices, responding to Room parent notifications, teachers’ notes, etc.

### ***Tuition Assistance***

Each year there is opportunity for parents in need to apply for [Catholic Education Foundation Funds \(CEF\)](#). You will be notified when application time arrives.

## **VI. Discipline**

Discipline in the Catholic school is considered an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate that is conducive to learning and promotes character development and the common good. Each school must publish its discipline policy in its parent/student handbook.

Discipline is maintained in a classroom or school when students work cooperatively with the principal, the teachers, and their classmates towards class and school objectives. However, the legitimate interest of the school extends beyond the school day and school hours.

### ***Behavior Guidelines***

*“May it be my will that my mercy may surpass my anger that my mercy may prevail over my other attributes,  
so that I may deal with my children in the attribute of mercy and on their behalf and stop short of the limit of stern justice.”*

The history of valuing traditions rests in the life of Jesus. Jesus Christ modeled what it is to recognize self-worth, reverence, dignity, and integrity of persons in His time. He lived a life - a non-judgmental acceptance of people for who they were and where they were in life. He was the epitome of compassion, of what it means to honor and respect each person.

In like manner, it is with commitment and affirmation, that we model Christian values, promote a valuing learning process, and provide an atmosphere where children can come to accept in their own lives the values of Jesus.

In this process, children come to recognize their own value and self-worth. They make age appropriate choices and decisions compatible with what they believe. Children come to be responsible and accountable for the choices and decisions they make, are able, (with guidance at times) to determine appropriate consequences for inappropriate behaviors, and are able to determine what amends to make to others when they have offended them.

Students must be praised for appropriate works and take ownership for, and determine consequences for, their inappropriate choices.

This statement does not allow students to do as they please.

*The kinds of things children normally do are not unlike the inappropriate things we, as adults, do. When the children do something inappropriate, ownership is necessary, forgiveness must be requested from the student who was offended, and the offending party needs to determine a consequence appropriate for the inappropriate action. It is the responsibility of the teacher and/or principal to encourage and instruct students through questioning, to take ownership, request forgiveness, and determine an appropriate consequence for the offense.*

- Gum is not allowed at school for practical reasons, health, safety, and care of the building.

### ***Maintenance of Effective Discipline***

Effective discipline is maintained when there is:

- Reasonable quiet and order in the building
- Effective classroom management
- Constant encouragement of acceptable classroom conduct
- Consistent follow-through

### ***Disapproved Disciplinary Measures***

The following disciplinary measures are disapproved:

- All corporal punishment, including shaking and slapping
- Language that is sarcastic or ridicules a student, his or her parents/guardians, or his or her family background
- Using religious exercises or important class assignments as punitive measures
- Bizarre and unusual punishments
- Any disciplinary action that isolates a student without proper supervision

### ***Suspension***

Any of the listed reasons for expulsion with mitigating circumstances are adequate cause for suspending a student. No student shall be suspended from school for more than two consecutive weeks, unless there is an ongoing police investigation of a possible crime, in which case the student may be suspended during the entire investigation.

The school must give a notice of the suspension to the parents/guardians verbally by phone, in writing (hard copy or electronic), or in person during a conference.

The principal shall schedule a conference with the suspended student's parents/guardians to discuss matters pertinent to the suspension, especially the means by which the parents/guardians and school can cooperatively encourage the student to improve his or her behavior. The suspended student may be present at the conference. In no case will a teacher on his or her own authority suspend a student.

### ***Probation***

A school may accept a student for admission on probation for an initial trial period if circumstances warrant it. The probationary status of the student and the terms of the probation must be clearly documented in writing and signed by the parents/guardians.

A school may decide to place an enrolled student on probation as a disciplinary matter. Disciplinary probation occurs when student's behavior has reached a point where a more serious response from the school is required. If the student's behavior does not improve while on probation, the disciplinary process may lead to suspension and/or expulsion .

Typically, disciplinary probation requires the suspension of activities and athletics so that the student must focus solely on his or her academic work and behavior. If a school decides to place a student on disciplinary probation, it must insure that the seriousness of this status is communicated to the student's parents/guardians. Due to the great variety of student offenses that can result in disciplinary probation, a school has many options in determining the extent of a student's probation (limiting activities, no athletics, community service, etc.).

### ***Expulsion***

**Reasons for Expulsion:** Reasons for expulsion include but are not limited to the following offenses:

- Actions that are gravely detrimental to the moral and spiritual welfare of other students
- Habitual profanity or vulgarity
- Assault, battery, or any threat of force or violence directed toward any student or school personnel
- Harassing, bullying, or hazing other students or school personnel
- Open, persistent defiance of the teacher's authority
- Continued willful disobedience
- Use, sale, distribution, or possession of narcotics, drugs, or any other controlled substance
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises
- Smoking or possession of tobacco
- Theft

- Forgery of signatures
- Cheating or plagiarism
- Willful defacement or damage of school property, real or personal
- Habitual truancy
- Possession of harmful weapons (e.g., knives or guns) or materials that can be used as weapons
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity
- Actions in or out of school that are detrimental to the school's reputation
- Violations of the electronic acceptable use policies and guidelines
- Inappropriate conduct or behavior unbecoming a student in a Catholic school

**Procedure for Expulsion:** Except in cases involving grave offenses, the school must take the following steps to expel a student:

- The principal, teacher, parents/guardians, and student must attend a conference. The principal will advise the family that the student could be expelled unless there is immediate improvement in the student's behavior. In parish schools, the pastor should be notified of the conference, given an opportunity to attend, and provided a report of the discussion.
- If the student's behavior does not improve, the final decision will be communicated at a second conference attended by the principal, teacher, parents/guardians, and pastor (if applicable). If the parents/guardians fail, without cause, to attend the conference, the final decision will still apply and the parents/guardians will be notified. In a parish school, the final decision rests with the pastor in consultation with the principal.
- In no case will a teacher on his or her own authority expel a student.
- The school will give full credit for all work the student accomplished up to the moment of expulsion.
- In high schools, the Disciplinary Review Board listens to the facts of the case, discusses the matter, and makes a recommendation to the principal.

**Written Records:** The school must keep on file a written record of the steps leading to an expulsion, with copies of all communications and reports. This record should be maintained for one year following the expulsion.

**Cases Involving Grave Offenses:** In a case involving a grave offense, which may include a violation of law or actions so outrageous as to shock the conscience of the community, the student is immediately suspended and there is no requirement to hold the initial conference. The school should follow this procedure when the continued presence of the student at school (even for a short period of time) will pose, in the reasonable judgment of the principal, a serious threat to the health and welfare of students, faculty, or staff.

When a student is immediately suspended and expulsion is probable, the school should clearly explain the rules and consequences of the violation to the student and his or her parents/guardians while the case is being investigated.

**Time of Expulsion:** A school may immediately expel a student if the reasons are urgent. Only in exceptional cases shall a school be allowed to expel a graduating student who has been in the school one or more years. For elementary schools, if an expulsion happens during the last quarter of the school year or during the last semester in the case of a graduating student, the school needs prior approval of the Department of Catholic Schools before the expulsion can take effect.

**Reporting of Expulsions:** Even if they occur at the end of the school year, all expulsions are to be reported by phone to the assistant superintendent at the Department of Catholic Schools within 24 hours and subsequently submitted in writing. The school shall immediately notify the county office of education of expulsions. A copy of the Cumulative Pupil Record should be held until requested.

**Right to Make Exceptions:** The principal, in consultation with the pastor (for a parish school), retains the right to make exceptions in cases where mitigating circumstances call for a different response than policy suggests.

### ***Home Study***

Certain circumstances may dictate that a student, at the discretion of the principal, be excluded from school attendance for a period of time. This is a remedy for unusual situations and is not considered a suspension. The school may give students tests, etc., outside school hours so that grades can be reported. A student placed on home study is expected to pay full tuition. Parents/guardians are responsible for supervising a student on home study.

At the discretion of the principal, any student who is accused of a felony may be placed on home study until the case is resolved.

### ***Student Harassment, Bullying, and Hazing Policy***

The school is committed to providing a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying, or hazing in any form. Harassment, bullying, or hazing of any student by any other student, lay employee, religious, clergy, school volunteer, or parent/guardian is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parents/guardians, and students.

Substantiated acts of harassment, bullying, or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students who file false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in transitional kindergarten through third grade, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in fourth through eighth grades, the disciplinary action may include suspension or dismissal.

**Harassment:** Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes but is not limited to:

Verbal Harassment: Derogatory comments and jokes; threatening words spoken to another person

Physical Harassment: Unwanted physical touching, contact, or assault; deliberate impeding or blocking of another's movements; any intimidating interference with normal work or movement

Visual Harassment: Derogatory, demeaning, or inflammatory gestures, posters, cartoons, written words, drawings, images, and photos. [Visual harassment can be communicated in person, in hard copy, or electronically (including on social media)]

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature

**Bullying:** Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing, and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion.

Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Cyberbullying occurs when students bully each other using the Internet on computers, mobile phones, or other electronic devices. This can include but is not limited to:

- Sending inappropriate texts, emails, or instant messages
- Posting inappropriate pictures, videos, or messages about others on blogs, social media, or websites
- Using someone else's username to spread rumors or lies about another person

**Hazing:** Hazing is any method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to any student or other person.

**Student Threats:** The school will take all student threats seriously, including those from students that threaten to inflict serious harm to themselves or others or to destroy property. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, the principal, or a teacher. The principal should notify the police and the Department of Catholic Schools immediately.

The student who has made the threat should be kept in the school office under supervision until the police arrive. The parents/guardians of the student who has made the threat will be notified by the school. Any student or adult who has been identified as a potential victim, or mentioned in writing as a potential victim, should be notified immediately.

The student who has made the threat shall be suspended until the police and school investigation has been completed, and at that time the student may face other disciplinary sanctions, up to and including removal from school. The school will take all actions of a threatening nature seriously, including practical jokes or offhand comments, and the school will investigate them. The school may suspend or remove a student from school while the investigation is pending.

On a case-by-case basis, the pastor and principal will make any decision to re-admit a student who has made a threat. This student threat policy shall be communicated clearly to students, parents/guardians, faculty, staff, and volunteers.

### ***Guidelines Related to Possession and Use***

- All school policies must comply with state and federal laws that prohibit the use, sale, or delivery of alcohol to persons under 21 or of controlled substances to persons of any age, without a prescription.
- The school should consult law enforcement agencies when an alcohol or controlled substance violation occurs or the school learns of a violation, with each case judged individually.
- If a student is known to be dealing in controlled substances or providing alcohol on or off campus, or if a student is convicted in court for drug sale, possession, or use, the student will be asked to withdraw from the school and will be expelled.
- If students or their friends experience problems related to the use of alcohol or controlled substances, the students should be encouraged to seek help from a school counselor for themselves or their friends. School personnel should have access to public or private resource agencies for substance abuse rehabilitation so that they can offer help to students and parents/guardians.

## **VII. Law Enforcement**

### ***Student Interviews by Law Enforcement***

In performing their official duties and upon presenting proper identification to the principal or his or her designee, duly authorized representatives of law enforcement agencies and Child Protective Services shall be allowed to interview students in those cases where an interview outside of school hours is impossible or impractical or would duly interfere with the enforcement of law.

Law enforcement officers have the right during the school day to interview students who are suspects or witnesses. Child Protective Services representatives may conduct interviews to investigate reported child abuse or neglect.

Before releasing a student for an interview, the person in charge must confirm that the person seeking the interview is properly authorized and presents appropriate identification as well as confirm that the interview is being conducted as part of the interviewer's professional duties.

In the archdiocese it is the policy that the person in charge should inform the parents/guardians that such an interview will take place, except when law enforcement or the agency has a specific reason to not inform the parents/guardians. In all events, it is the policy of the archdiocese that an adult, either a parent/guardian or a school staff member, will be present for any interview unless the student being interviewed elects otherwise.

### ***Student Removal by Law Enforcement***

A properly identified representative of a law enforcement agency or Child Protective Services has the right to enter a school to take a student into temporary or protective custody or to make a lawful arrest of a student. In the case of an arrest, the person in charge shall request to see the warrant for the student's arrest or court order issued by the juvenile court. A warrant is not necessary if the officer has reason to believe that the student has violated the law and makes an oral statement to this effect. The person in charge and at least one other staff member should be present to hear and witness the officer's oral statements.

The officer or representative may also remove a student from school with the permission of the student's parents/guardians or, in the case of exigent circumstances, without the permission of the parents/guardians.

### ***Informing Parents/Guardians about Removal***

While it is primarily the role of the law enforcement officer to notify the parents/guardians that a student has been taken into custody, the person in charge shall also take immediate steps to notify the parents/guardians about the release of the student to the officer and where the student has reportedly been taken. However, the person in charge shall not notify the parents/guardians when a student has been removed from school as a victim of suspected child abuse or the officer has specifically requested that the student's parents/guardians not be notified. In the case of suspected child abuse, the officer will determine whether to notify the parents/guardians that the student has been removed from school. The person in charge shall provide the officer with the address and phone number of the student's parents/guardians.

### ***School Searches***

Students' legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the school's obligation to maintain discipline and provide a

safe environment for the school community. School officials may conduct a search of a student's person and personal effects only upon a reasonable suspicion that the search will disclose evidence that the student is violating or has violated the law or a school rule.

If school officials have a reasonable suspicion that the student has violated or is violating the law or a school rule, school officials do not need a warrant or permission from parents/guardians to conduct the search.

A "reasonable suspicion" may be established in many ways, including but not limited to personal observations, information provided by third parties or other students, or tips provided by law enforcement. An alert from a trained and certified detection dog is sufficient to establish a reasonable suspicion and serve as the basis for a warrantless search of the student's person, locker, car, or personal property and effects.

Whenever a school official conducts a search of a student's person or personal effects, an adult witness should be present. The school should notify the student's parents/guardians of any search of a student's person or personal effects.

### ***Expectations of Privacy***

A student does not own a locker or other school property. The school makes lockers available to the student. The student does have some expectation of privacy in his or her locker from other students. However, a student does not have a high expectation of privacy in his or her locker from the school and may not prevent school officials from searching the locker if the school official has a reasonable suspicion that the student has violated or is violating a law or school rule.

A student has a greater expectation of privacy regarding his or her person and personal effects. A school official who conducts a search of a student's backpack, purse, clothing, cell phone, or other personal effects must have a reasonable suspicion that the student has violated or is violating a law or school rule. Strip searches or searches that include a student's underwear may only be conducted by law enforcement and may not be conducted by a school official. Every student is subject to the Acceptable Use and Responsibility Policy for Electronic Communications ("Archdiocesan AUP") and Archdiocese of Los Angeles Privacy Policy of the archdiocese and school; these types of policies concern cell phones and other electronic devices, whether the devices belong to the student or the school.

### ***Student Cooperation***

If a student refuses to cooperate in a reasonable search of school or student property (including electronic devices), the school may call the student's parents/guardians and/or the police for assistance or referral.

## VIII. Electronic Usage Policies

### *IHM Acceptable Use and Responsibility Policy for Electronic Communications* *("Archdiocesan AUP")*

All information created and used in the course of activities for or on behalf of the Roman Catholic Archdiocese of Los Angeles ("Archdiocese") or an archdiocesan school, a parish, the seminary, a cemetery, the Archdiocesan Catholic Center, or another archdiocesan department or operating unit ("Location") is an asset of the Archdiocese and/or the Location, as appropriate. Electronic information and communications require particular safeguards and impose unique responsibilities on all users. The Archdiocese maintains a system of information security to protect its proprietary data. Integral parts of this system are the policies, standards, and procedures designed for users. All users must adhere to these policies, standards, and procedures for the complete system to remain viable.

These policies, standards, and procedures apply to all users of technology, whether adults, children, or youth and whether they are paid or volunteer staff, clergy, or members of religious orders in the Archdiocese or in any Location. These policies, standards, and procedures include but are not limited to maintaining data confidentiality, maintaining the confidentiality of data security controls and passwords, and immediately reporting any suspected or actual security violations. The Archdiocese prohibits the use or alteration of archdiocesan data and/or information technology without proper authorization.

All users have an obligation to protect the confidentiality and nondisclosure of proprietary, confidential, and privileged data, as well as personally identifiable information.

**Definitions:** Electronic communication systems include but are not limited to email, telecommunications systems (including telephone, voice mail, and video), stand-alone or networked computers, intranets, the Internet, and any other communication or data transmission systems that may be created in the future.

Electronic communication **devices** include but are not limited to regular and mobile telephones, two-way radios, facsimile machines, computers, laptops, electronic notebooks, tablets, audio and video equipment, flash drives, memory sticks, media players, and other communications equipment that may be created in the future.

Electronic communication **materials** include but are not limited to DVDs, CDs, laser discs, audiotape and videotape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer and web applications, emails, text messages, instant messages, and all other electronic content that is downloaded, uploaded, retrieved, opened, saved, forwarded, or otherwise accessed or stored.

**Person in charge** refers to the department head, manager, or supervisor of an archdiocesan department, entity, or corporation; the pastor, parish life director, pastoral associate, or parish

business manager; or the superintendents of elementary schools or high schools, a supervisor in the Department of Catholic Schools, a principal, or a president or head of school, as applicable.

**Location** refers to an archdiocesan school, a parish , the seminary , a cemetery, the Archdiocesan Catholic Center, or another archdiocesan department or operating unit.

### ***Electronic Communication Systems, Devices, and Materials and the Users Covered***

Electronic communication systems, devices, and materials and the users covered include:

- All electronic communication systems, devices, and materials in the schools , parishes, seminary , cemeteries, archdiocesan departments or offices, or other archdiocesan operating units (the "Premises")
- All electronic communication devices and materials taken from the Premises for use at home or on the road
- All personal devices and materials brought from home and used on the Premises during regular business hours
- All personal devices and materials, regardless of where they are situated, that are used in such a manner that the Archdiocese and/or the Location may be implicated in their use
- All users of electronic communication systems, devices, and materials, including but not limited to volunteers, clergy and religious, students, employees, staff, or contractors associated with the Archdiocese and/or the Location

### ***Ownership and Control of Communications***

All electronic communication systems, devices, and materials located on archdiocesan premises, and all work performed on them, are the property of the Location and/or the Archdiocese. These systems, devices, and materials are to be used primarily to conduct official Location and/or Archdiocese business, not personal business.

With permission from the person in charge of the Location, individuals may use archdiocesan systems, devices, and materials to access and use the Internet for personal business and web exploration outside regular business hours or during breaks. All users shall conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.

The Archdiocese and Locations, as applicable, reserve the right to monitor, access, retrieve, read, and disclose all content created, sent, received, or stored on Archdiocese and/or Location systems, devices, and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

### ***Internet Safety Policy***

Any device accessed or used by minors on the Premises must use functioning and properly configured content filters to preclude access to prohibited content, including obscene, sexually

explicit materials; adult or child pornography; and materials including applications that are otherwise harmful to minors or in violation of this Archdiocesan AUP .

Content filters for minors may NOT be disabled or turned off without obtaining prior permission from the archdiocesan Department of Applied Technology or the person with equivalent authority at the Location. No unauthorized personal identification information regarding minors may be disclosed, used, or disseminated without proper authorization by a responsible person at the Location.

Minors' use of email, chat rooms, social networks, applications, and other forms of direct electronic communication on electronic devices at the Location must be monitored. No person may engage in unlawful activities online, including hacking archdiocesan or Location systems or any system while using Archdiocese or Location devices or while on the Premises of any Location.

### ***Prohibited Practices***

Users of Archdiocese and or Location electronic communication systems, devices, or materials and users of personal devices and materials on the Premises under circumstances when the Archdiocese and/or the Location may become implicated in the use may NOT:

- Violate any rules of conduct, codes of ethics, or safe environment or any educational policies, including but not limited to those that apply to communications or the use of information
- Host any website on a domain that is not owned by the Archdiocese or, if the domain is owned by a third party, is not under contract with the Archdiocese
- Use the name, logo, identifying photograph, mission statement, or other singularly identifying information of the Archdiocese or a Location on a website or other social medium in such a manner that readers/viewers are lead to believe that the website or social medium is an official site or medium controlled by the Location itself
- Post or cause distribution of any personally identifying information about the user or others without permission of or review by a responsible adult person, unless required by the user's job duties or assigned responsibilities (personal identifying information includes but is not limited to names or screen names; telephone numbers; work, home, or school addresses; email addresses; or web addresses/URLs of social networking sites or blogs)
- Post or distribute any communications, videos, music, or pictures that a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassment, disruptive, derogatory, or bullying; these include but are not limited to sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status
- Engage in improper fraternizing or socializing between adults and minors
- Engage in cyberbullying or other abusive online behavior
- Engage in pirating or unauthorized copying, acquisition, or distribution of copyrighted materials, music, videos, or film

- Post or send chain letters or engage in spamming (sending annoying, unnecessary, or unsolicited commercial messages)
- Record any telephone, video, or other conversation or communication without the express permission of the other participants in the conversation or communication, except where allowed by law
- Upload, download, view, or otherwise receive or transmit copyrighted, trademarked, patented, indecent, or pornographic material, trade secrets, or other confidential, private, or proprietary information or other materials to which the user does not have access rights (regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes; see the Archdiocese of Los Angeles Copyright and Video Screening Policy)
- Damage, alter, disrupt, or gain unauthorized access to computers or other systems (e.g., use another person's passwords; trespass on another person's folders, work, or files; or alter or forward email messages in a manner that misrepresents the original message or message chain)
- Give unauthorized persons access to Archdiocese or Location systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communication systems (e.g., by unauthorized use or disclosure of passwords)
- Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or the assignment as given by a responsible adult
- Introduce or install any unauthorized software, virus, malware, tracking devices, or recording devices onto any system
- Bypass (via proxy servers or other means), defeat, or otherwise render inoperative any network security systems, firewalls, or content filters
- Allow any minor to access the Internet on Archdiocese or Location communication devices without active, monitored filtering of prohibited materials
- Allow any minor to use email, chat rooms, social networking sites, applications, or other forms of direct communications at the Location without monitoring
- Use electronic communication devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communications Commission (FCC) or that would violate FCC rules or policies
- Access or manipulate services, networks, or hardware without express authority
- Violate any other applicable federal, state, or local laws or regulations

### ***Consequences of Violations of the Electronic Communications Policy***

Violations of this policy, including breaches of confidentiality or security, may result in suspension of electronic communication privileges, confiscation of any electronic communication device or materials, and disciplinary action up to and including termination of employment, removal from parish or school activities, expulsion from school, canonical review, referral to local or other law enforcement, and other appropriate disciplinary action.

### ***Guidelines for Email Correspondence, Cloud-based Services and Other Electronic Communications***

All users of Archdiocese and Location communication systems and devices should use care in creating email, text, video, still images, instant or voice mail messages, or any postings on any social networking site. Even when a message has been deleted, it may still exist on a backup system; it may be restored, downloaded, recorded, or printed; or it may have been forwarded to someone else without its creator's knowledge. The contents of email and text messages are the same as other written documentation and cannot be considered private or confidential.

Email, texts, and other electronic communications are not necessarily secure. As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference, and disclosure, as applicable.

Postings to "All Employees," "All Parents/Guardians," "All Seminarians," "All Parishioners," and the like on intranets or the Internet must be approved by the person in charge of the Location before the postings are sent out.

Use of personal electronic communication devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.

Archdiocese and Location systems, devices, and materials are not private and security cannot be guaranteed. User IDs and passwords are intended to enhance system security, not to provide users with personal privacy. User account passwords for systems that are not controlled by a centralized user directory or authentication system must be on record with the person in charge of the Location.

User IDs and passwords should not be disclosed to unauthorized parties or shared with other employees, students, or volunteers. User accounts are intended to be used only by the assigned party.

All information systems that create, store, transmit, or otherwise publish data or information must have authentication and authorization systems in place to prevent unauthorized use, access, and modification of data and applications. Systems that transmit or publish approved information that is intended for the general public may allow unauthenticated (anonymous) access as long as such systems do not allow unauthorized posting and modification of the published information.

All files downloaded from the Internet, all data received from outside sources, and all content downloaded from portable memory devices must be scanned with current virus detection software. Immediately report any viruses, tampering, or other system breaches to the person in charge of the Location.

Critical information should be periodically copied onto backup storage. Information that is backed up should be stored in a safe place and be available for recovery in case of a loss of the original information. Depending on the complexity of a Location's information systems, a detailed disaster recovery plan may need to be developed.

Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled. Information systems hardware should be secured against unauthorized physical access.

The use of any email services, file storage/file sharing services or other communications and collaboration services that has not been explicitly approved and contracted by the Archdiocese or Location for official communications is prohibited. All electronic work product and official correspondence must use services either owned by the Archdiocese or Location or explicitly contracted by the same to provide services. Do not use your personal email accounts to conduct business in the name of the Archdiocese.

All hosted services that provide line-of-business support to the Archdiocese or Locations or that publish publicly-accessible information on the Internet must be approved and under contract by the Archdiocese or Location.

Domain name registrations must be in the name of the Archdiocese or the Location. The registrant and administrative contacts for all domain names must use an official business street address and the phone number and email address of a person authorized to manage domain name registrations. The Archdiocesan Administrative Offices offers Locations delegated domain management services for free.

**IX. Acceptance of Handbook Form**

**VI. YOUR COPY OF THE ACCEPTANCE OF HANDBOOK:**

*Please note that there is a printed version of this in the beginning-of-the-year packet. Use this as your copy and complete and sign the printed version in your packet. The signed form will be placed in the students' permanent files.*

Immaculate Heart of Mary School Parent/Student Policies Agreement Form

**ACCEPTANCE OF PARENT/STUDENT HANDBOOK**

Our family has received and read the Immaculate Heart of Mary School Parent/Student Handbook. We are aware of, understand, accept and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to follow the policies and procedures as may be added or amended. We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities under the Handbook and any additions and amendments that may be made. Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

Father's or Guardian's Signature: \_\_\_\_\_

Date \_\_\_\_\_

Mother's or Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print student names and grades:

Student's First Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's First Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's First Name: \_\_\_\_\_ Grade: \_\_\_\_\_